CITY OF BEAVERTON POLICY FOR BLOCK PARTIES AND MISCELLANEOUS EVENTS

A Block Party and Miscellaneous Event Permit is required for an event if:

- 1. The event is conducted wholly or partially within the public right-of-way, or
- 2. The event will be held on property owned by the City of Beaverton, or
- 3. The event will use amplified music or sound outdoors.

No fee is charged for applications that are submitted at least 30 days in advance of the event date.

I. <u>Definitions</u>

- A. Block Party a closure of a local street, usually residential, for small-scale events, such as potluck dinners and barbecues with less than 300 persons likely to attend.
- B. Miscellaneous Events events likely to be attended by less than 300 persons that do not fit in the block party definition, such as birthdays, funerals or weddings.
- C. Major Community Events events that are likely to be attended by more than 300 persons and events that include the sale and consumption of alcoholic beverages within a public street or park, are considered to be major community events and require local land use, county health, or state OLCC permits. At least six months advance lead time should be allowed for the permitting of major community events.

II. Sound Amplification

- A. The broadcast or amplification of sound outdoors may be approved if it does not create an unreasonable disturbance.
- B. The event holder may be required to collect signatures of consent from neighbors who may be impacted by the amplified sound. It is advisable to submit an application as far in advance as possible so there is ample time to collect signatures if required by the City.

III. Street Closures

Temporary street closures may be allowed to enhance public safety.

- A. The event holder must notify affected property owners of any street closure. The City may require that the event holder obtain the approval of neighbors that will be affected by a street closure.
- B. Street closures, when approved, must be done in a safe manner that will allow emergency access for ambulance, fire or police vehicles.

IV. Miscellaneous

- A. Display of Permit the approved Block Party/Miscellaneous Event Permit must be displayed at the event site throughout the duration of the event.
- B. Date Changes if the date of an approved event needs to be changed, please contact Code Compliance.
- C. Compliance the event holder will be responsible for seeing that this policy and the terms and conditions of the event permit are followed.
- D. Event Safety and Traffic the event holder is responsible for ensuring the reasonable safety of persons who attend or participate in the event and must manage the event so as to prevent unreasonable interference with traffic flow. The event must be planned to minimize conflicts between pedestrians and vehicular traffic.
- E. Most parks in Beaverton are owned and operated by the Tualatin Hills Park and Recreation District (THPRD). Call (503) 645-6433 to reserve a THPRD park. Beaverton's Block Party or Miscellaneous Event Permit does not give an applicant permission to use a THPRD park. You must contact THPRD directly to reserve their parks.

V. Permit and Review Process

- A. Submit the completed application with a sketch or map of proposed event site, and, if required, signatures of consenting neighbors, to the Code Compliance Program. The event holder must sign the application.
- B. Code Compliance will distribute the permit application to the appropriate city departments for review, comments, and approval. The application should be submitted to the City at least 30 days in advance of the event to allow sufficient time for processing.
- C. Each application must meet the following criteria:
 - 1. The event, as proposed, can function safely.
 - 2. The event will not cause undue interference with previously approved or ongoing activities, construction, road maintenance, public transit systems, or traffic.
- D. After approval, the event permit will be issued by the Code Compliance Program. A signed copy of the approved application will be sent to the event holder for display during the event.
- E. The City, in its sole discretion, reserves the right to refuse to issue a special event permit to anyone. If it appears that the event may endanger public safety; cause undue interference with previously approved or ongoing activities such as construction, road maintenance, public transit systems, or traffic; significantly inconvenience the public; disturb neighbors; or impair emergency services; the permit will be denied. The applicant has the right to appeal such denials to the City Council by making written request to Code Compliance. Appeals to the City Council will be heard within 30 days.

Appendix A

Useful Information for Street Closures

A. Traffic cones and wooden barricades are recommended as the safest and simplest way to close off a street. Because emergency vehicles must be able to access an event area, streets may not be blocked off by concrete "Jersey" barriers or fences unless a traffic control plan is approved by the City Traffic Engineer. Cones and wooden barricades are available for rent at various businesses, including:

United Rental (503) 620-1235 14020 SW 72nd Avenue Tigard Barbur Blvd. Rentals (503) 246-4268 8205 SW Barbur Blvd Portland

B. We also suggest that the event holder post signs on barricades when a street is blocked off to notify the public of the duration and reason for the blockage. We recommend signs that measure at least 3 feet by 3 feet with large dark letters, similar to the following:

STREET CLOSED 01/01/2009 4:00 PM - 6:00 PM BLOCK PARTY IN PROGRESS